



**OFFICE OF THE CLERK/TREASURER**  
City of Burlington

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**BOARD OF TAX APPEALS ORGANIZATIONAL MEETING**  
**WEDNESDAY, AUGUST 14, 2013**  
**CONFERENCE ROOM 12, CITY HALL**  
**12:00 P.M.**

1. AGENDA
2. Elections of Chair, Vice Chair and Clerk
3. Rules: Subpoenas, Hearing Procedures, Scheduling, etc.
4. Approval of all forms: Notice of Hearing, Educational brochure,  
Authority for Representation, Waiver of Site Visit,  
Subpoena, Official Notice of Decision
5. Scheduling of hearings
6. Other Business
7. Adjournment

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